

MEMORANDUM FOR: Assistant Director (Personnel)

SUBJECT : Personnel Evaluation Reports

1. The question has been raised as to whether Personnel Evaluation Reports made out by a Deputy Director or Office Head, reporting to the Director of Central Intelligence, must be reviewed by the Director.

2. General Smith previously indicated that he did not desire to review these reports. It is assumed that, as a general rule, Mr. Dulles would not care to be bothered with this responsibility unless he has more than ordinary interest in or knowledge of the work being performed by the rated individual.

3. In view of the foregoing and for your information and guidance, I have advised those seeking information from me on this problem that these reports would be accepted and processed by the Personnel Office regardless of whether they were actually reviewed and signed by the Director.

/s/

L. K. WHITE
Acting Deputy Director
(Administration)

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4. All actions necessitated by this program will be properly coordinated with the DFI (Admin) and DFP (Admin) prior to implementation.

WALTER REID WOLF
Deputy Director
(Administration)